

Accessing Your Accounts

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InfoLine 125

1. Using a touch tone phone, **dial 634-1333** in Jefferson City or **1 (800) 366-4827** from outside Jefferson City.
2. **Press 2** for balance or disbursement (reimbursements) information (available 24 hours a day). Press 1 to speak with a representative from 7am - 7pm Central Time Monday-Friday.
3. At the prompt enter the employee's Social Security Number then press the * key

Information from the current plan year is played first, followed by the previous year's information if available. At any time you may press the * key to skip to the next plan.

Press 1 to repeat the information

Press 2 to hear information for a previous employer (if applicable)

Press 3 to hear information for a more recent employer (if applicable)

Press 8 to repeat the menu

Press 0 to transfer to customer service during normal business hours

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1. Go to **<http://www.asiflex.com>**
2. Click on "**Account Detail**"
3. Click in the box to the right of "Your FlexPin"
4. Type your Personal Identification Number (P.I.N). Your PIN is provided on your enrollment confirmation.
5. Click "Submit"
6. Select the Plan Year from the drop down box if available. This box will not be displayed if you are enrolled in only one plan year or if only one plan year is available.
7. Select the category you wish to view if you are enrolled in more than one category. All transactions for the year are shown through the previous day. Information is updated early each morning.
8. Click "Lookup"
9. Be sure to click "Sign out (or enter another FlexPin)" when you finish. This closes out your account for security purposes.